

CfR SERVICES ONLINE

Submission of Individual Savings Account Reports

How to Submit the Individual Savings Account Report

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Introduction

In terms of rule 5 of the Individual Savings Account Rules (SL 123.164), every payor of investment income arising from an ISA has an obligation to file an annual report with the Commissioner for Revenue by 31 January of the following year for which the return has been made.

This document specifies the details and format that should be used to provide such report to the Commissioner for Revenue.

Data Required

The following table provides the details and format of the data that is required for the report:

Field No	Field Name	Type*	Size†	Field Description
1	Surname	A	70	Surname of the recipient to whom the investment income has been paid
2	Name	A	30	Forename of the recipient to whom the investment income has been paid.
3	Reference No.	AN	10	The reference number refers to the Identity Card or Income Tax Registration Number of the recipient
4	Date of Birth	N	10	Recipient's date of birth in DD/MM/YYYY format
5	Address	A	150	Address of the recipient to whom the investment income has been paid
6	Account No.	AN	20	Recipient's account number
7	Currency	A	3	The currency in which the investment income was paid using the International 3 character code convention (ISO 4217 3)
8	Exchange Rate	N	10	The exchange rate used to convert the gross investment income on a foreign currency into euro. Variable length may include specific decimal point. e.g. ZZZZ9.ZZZZ
9	Date of Opening of Account	N	10	Date of opening of account in DD/MM/YYYY format
10	Date of Closure of Account	N	10	Date of closure of account in DD/MM/YYYY format. Can be left blank if account was still open by 31 December.
11	Gross Amount of Investment Income paid in Euro	N	9	This figure should be a rounded figure of the investment income received. Any fraction of a Euro, even if it exceeds 50 cents, is to be rounded down one euro. Insert only the numerical value. The Euro symbol should be excluded
12	Total Deposits within Year in Euro	N	9	This figure should be a rounded figure of the investment income received. Any fraction of a Euro, even if it exceeds 50 cents, is to be rounded down one euro. Insert only the numerical value. The Euro symbol should be excluded
13	Balance at End of Year or on Closure in Euro	N	9	This figure should be a rounded figure of the investment income received. Any fraction of a Euro, even if it exceeds 50 cents, is to be rounded down one euro. Insert only the numerical value. The Euro symbol should be excluded

* Type – (A) refers to Alphabetic characters
(AN) refers to Alphanumeric

† Size refers to number of characters

Additional Information

Field No. Guideline

3 Reference No.

- This should either be:
 - the Maltese Identity Card Number - up to 10 characters long and the last character may only consist of 'A', 'B', 'G', 'H', 'L', 'M', 'P'; or
 - the TaxRegistration Number - 9 characters long and issued (or confirmed with) by the office of the Commissioner for Revenue.

Submission of the report

This report is to be filed electronically over the internet using the Commissioner for Revenue Online Services.

Online Filing

In order to file the Individual Savings Account report using the CfR Online Services, one must follow these steps as highlighted below:

Step 1 – Register within the CfR’s online services

Register with the CfR by completing the CFR04 form which is available from the CfR website on <https://cfr.gov.mt/en/eServices/Pages/CfR-Service-Online-Form.aspx>, or appoint a registered tax representative through CFR02 form.

The completed form can be submitted to the CfR by email to ird.services@gov.mt

Step 2 – Register for an e-ID

Each user identified in step 1 must possess an e-ID in order to access the CfR Services online. For more information on how to apply for an e-ID please refer to www.mygov.mt

Step 3 – 2-Factor authentication

In addition to their e-ID account user name and password, Data Providers are also required to provide a stronger level of authentication to access CfR online services. This is known as 2-Factor authentication.

Users can choose between “Method 1” using an Authenticator App on their smart-phone or else using the digital certificate stored on their e-ID Cards described below as “Method 2”.

Method 1: Authenticator App

This method will require users to install an authenticator app to obtain free verification codes that together with the user’s e-id account will provide a 2-factor authentication equivalent to “Level 2”. After signing-in with your e-ID account you will be prompted to enter a verification code.

The very first time this happens, you will need to set-up an authenticator app on your mobile phone that will provide the free verification codes. Figures 1 and 2 below show the screens that will guide you through this one-time process.

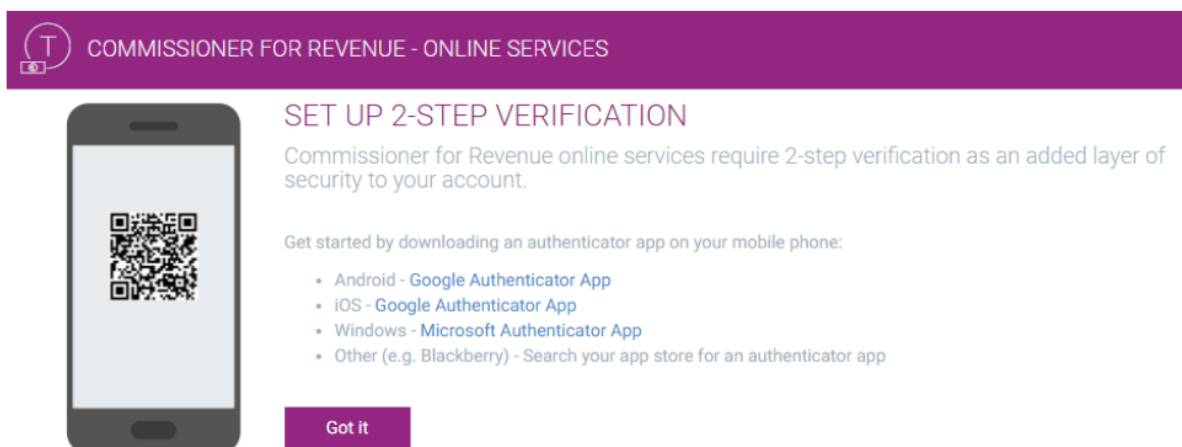


Figure 1: 2-Step Verification Setup

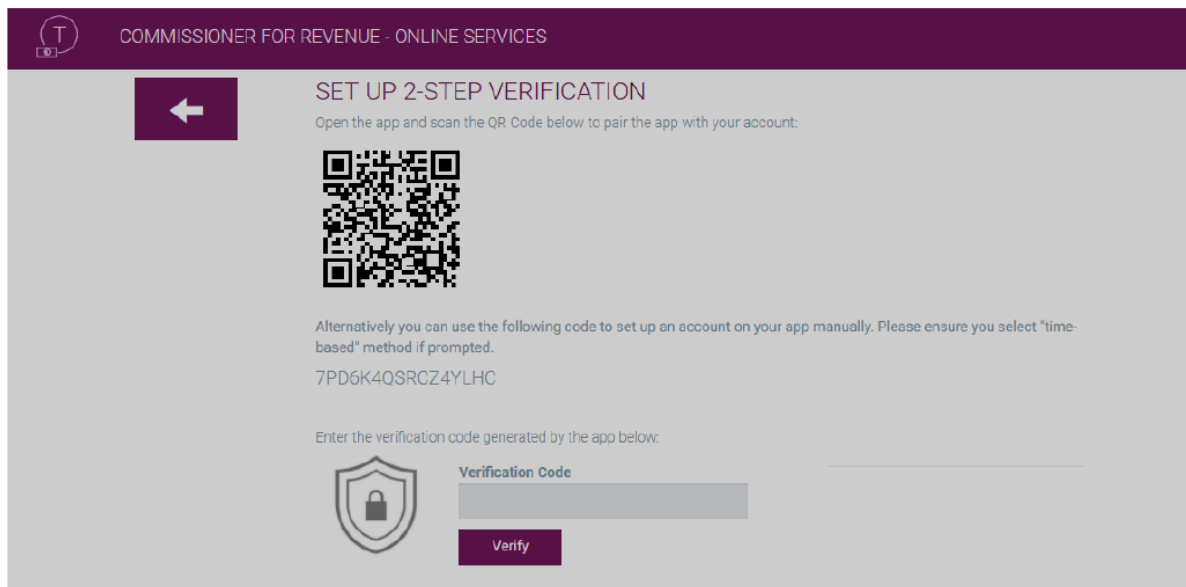


Figure 2: Pairing the App with CFR Online Services

Future authentication attempts will only prompt you for the verification code as shown in Figure 3.

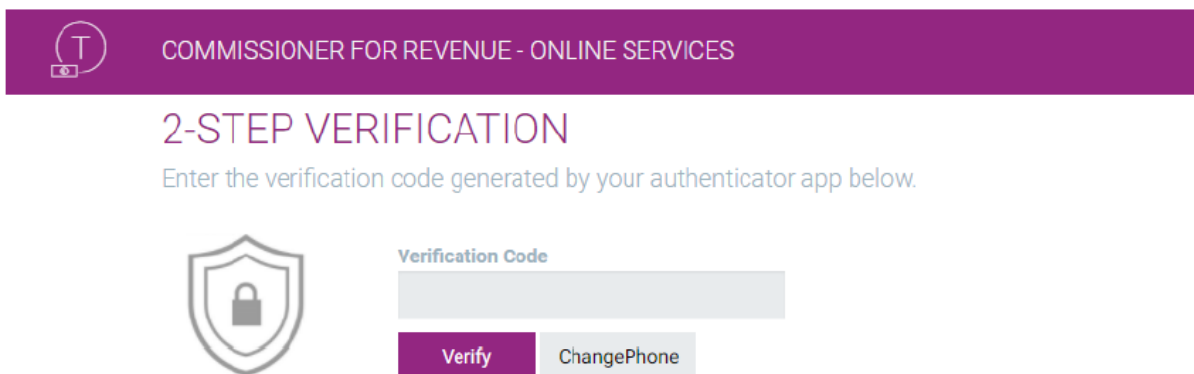


Figure 3: Enter verification code for 2-factor authentication

The “Change Phone” button allows you to go through the setup process once more if you change your mobile phone or authenticator app.

Please note that although it is possible to set-up or “pair” more than one device to your account, they must all be configured at the same time, using the same barcode/code.

Method 2: Physical eID Card (Level 3)

Users can also make use of the digital certificate found on their physical eID card instead of the Authenticator app method described in the previous section. This is an even higher level of security as it requires the use of your identity card and a compatible card-reader to access the certificates on the ID card.


To use this method of authentication, choose the link “Select my e-ID Card Authentication Certificate” in the Sign-in screen as shown below.

Please refer to <https://identitymalta.com/eidreader/> for further information on how to access and install the digital certificate found on your Identity Card.

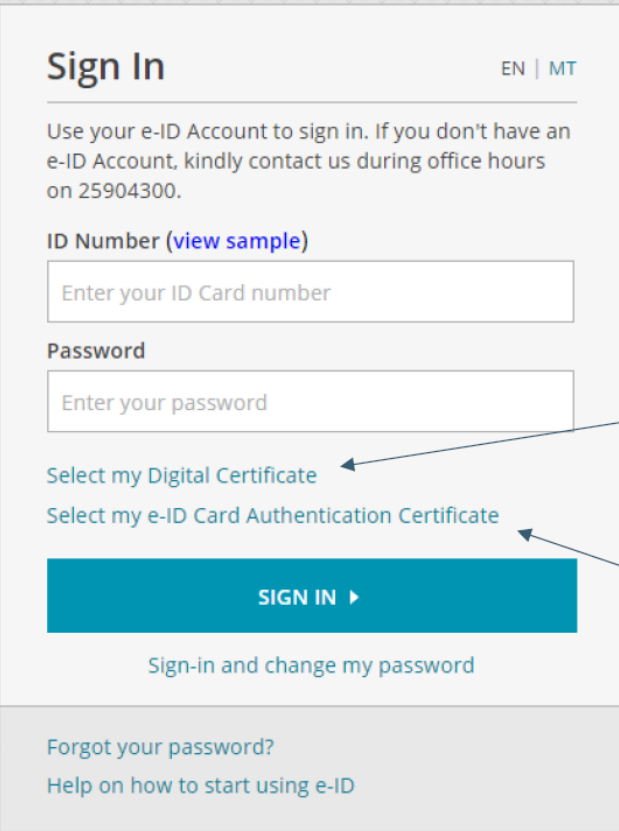

In order to proceed with the submission of the report, one has to log-in the CfR-Online services portal <https://taxation.gov.mt/taxationweblauncher/eidauthpro/irdnet> and select the preferred authentication method.

Select your preferred authentication method

e-ID and Authentication Code



e-ID card chip and pin



Digital Certificate issued through mygov.mt portal and will no longer be supported

Digital Certificate stored on ID Card (e-ID Card)

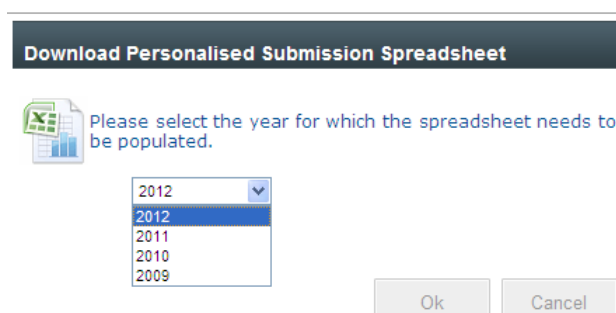
Step 4 – Submitting Your Data

There are two available methods to submit your report:

- **Method A:** by updating and submitting the personalised spreadsheet itself, or
- **Method B:** by importing your data file using the “Personalise by File” option.

Method A – Submitting Your Data Using the Personalised Spreadsheet

- Go to the CFR website <https://taxation.gov.mt/taxationweblauncher/eidauthpro/irdnet>
- Enter your e-ID login “**Username & Password**” and provide your 2-factor authentication
- Click “**Login**”
- Select the “**Employer / Data Providers Services**” role
- Click “**Submit Data**” found in the main menu at the left hand side of the screen
- Download a personalised spreadsheet by clicking the “**Download**” button
- When asked to select the year, the Payor must choose the year in which the interest has been paid



- In the personalised spreadsheet you can now enter the data that needs to be submitted
- The spreadsheet allows you to submit a new data report or replace a previous data report. This is done through field B “**Sequence Number**” of “Index” worksheet

To submit a new data report, choose the new submission option



To replace a previous data report, choose the option containing the previous file submitted



- After saving your spreadsheet you can use the “**Browse**” button to upload your spreadsheet
- Click the “**Submit**” button to submit the spreadsheet
- Click “**Confirm**” in the confirmation dialog box displayed in order to confirm your submission.

Method B – Importing your data file into the spreadsheet

In order to import your data file into the spreadsheet:

- Go to the CfR website <https://taxation.gov.mt/taxationweblauncher/eidauthpro/irdnet>
- Enter your e-ID login “**Username & Password**” and provide your 2-factor authentication
- Click “**Login**”
- Select the “**Employer / Data Providers Services**” role
- Click “**Submit Data**” found in the main menu at the left hand side of the screen.
- Click the “**Personalise by File**” button
- You will be prompted to attach a file prepared according to the specifications detailed below.

Data File Specifications

File Name

The data file should have a unique filename; in accordance with the following convention:

PPPYNNV.XXX

Where the structure of the name is as follows:

Element	Description	Example
PPP	A three character code identifying the Payor.	AAA
YY	Year to which the payments apply.	15
NN	Sequential file number to render unique each file received from that Payor for the Year in question.	01
V	Version number of the file for this year, starting at 1. Will allow a particular file (identified by PPPYYNN) to be replaced in event of correction.	1
XXX	File extension indicating the format of the file.	ASC, TXT

General Remarks

All records are to be provided as 'pipe-delimited' variable length records. Effectively this will mean the suppression of leading and/or trailing space characters within data fields. Field lengths specified in section “Data Required” should be regarded as maxima for the data items concerned. The codes to be used for delimiters are as follows:

Delimiter	Character	Hex. ASCII Code
Field Delimiter	Pipe	7c
Record Delimiter	New Line	0a

File Maintenance

In the event of account details requiring correction for any reason, the entire file containing the defective records shall be replaced, and resubmitted again to the office of the Commissioner for Revenue. The File Name needs to be updated as described in the "File Name" section.

Record Layouts

The import file should contain two types of records:

1. The first record - *Type 1*- contains the Payor's header record layout;
2. The data - *Type 2* – contains the recipients' and investment income details.

Header Record

Only one header record will be required. This record contains reference information pertaining to the Payor.

Fld No.	Field Name	Data Type and Length	Field Description
A1	record_type	char(1)	Type of record = Header default "1" To distinguish Type 1 and Type 2 records
A2	year	char(4)	Year to which interest pertains, in the format YYYY, e.g. = "2015" Must refer to the taxation year in question i.e. in this instance the default is "2015".
A3	ir_tax_ref	char(9)	The ITax Reference of the Payor, the person or the organisation paying the interest.
A4	total_num_accounts	char(7)	Total number of all accounts/records which have been paid gross interest
A5	total_gross_investment_paid	char(8)	The total Gross Amount of investment being paid by Payor
A6	total_deposits_made	char (8)	The total deposits made by investors
A7	total_balances	char (8)	The total overall balances
A8	file_date	char (10)	This field shall contain the date in the format DD/MM/YYYY of when the file was created.

Example Payor Header Record

1|2015|990123456|2500|12365|88000|123456789|11/02/2016

Recipients and Investment income Details

The second record - *Type 2* - contains the recipients' details. All the *Type 2* records will follow the single type 1 header record.

Type 2 records are to be supplied in the following sequence:

Recipient's Surname

Recipient's Name

Recipient's Reference Number

Recipient's Date of Birth

Recipient's Address

Account Number

Currency used

Exchange Rate

Date of Opening of Account

Date of Closure of Account

Gross Amount of Investment Income

Total Deposits

Balance

Example of Recipients and Investment Income details

Borg|Joe|123456M|01/01/1956|45 Triq l-Imdina Zebbug Malta|234567|EUR|1|20/02/2015||5|1000|1005

For further information

Kindly contact the eBusiness Section, Block 1, office of the Commissioner for Revenue, Telephone 22962165 or email: irddata.mfei@gov.mt